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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 September 1956

FROM : Chief Instructor, Intelligence Orientation

SUBJECT: Weekly Activities Report, 5 September - 11 September 1956

1. Significant Items:

Nothing to report.

2. Other Activities:

a. The first week of Intelligence Orientation #1 ended on Friday, 7 September. The course is progressing satisfactorily. On Friday the "chest microphone" was returned to us after being under repair for several weeks. The use of this microphone adds immeasurably to the ability of the students to hear all of what the lecturer says in spite of the noise from aircraft overhead and other distractions.

b. All lectures in IO#1 have been recorded and will be transcribed when capability permits. Edited transcriptions will be used in the following ways:

1. To create a master file of lecture material.
2. To provide guest speakers with a record of their remarks as to basis for revisions and additions to content.
3. To provide a basis for the creation of a special self-study course for certain categories of personnel (c.f. Weekly Activities Report, 8-14 August, paragraph 2b).

c. Final revisions of Career Plans for the members (ST designees) of the staff of Intelligence Orientation, Introduction to Intelligence, were submitted to C/IS on Tuesday, 11 September.

d. Mr. [] conducted the instruction during the first two days, 10 and 11 September, of the Writing Workshop Course #9 in the absence of Mr. []

e. Messrs. [] conferred with Mr. [] of the School of International Communism, on 11 September to arrange final administrative details for the third and fourth weeks of Intelligence Orientation.

25 YEAR RE-REVIEW

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25X1 f. [] has reported that the printing shop
25X1 will be unable to meet the deadline for reproduction of Training
Evaluation forms. However, [] has kindly undertaken
to have the forms reproduced by hectograph or mimeograph so that
they will be ready in time. There is a possibility that printed
forms will not be available until IO#3.

25X1 g. A proposal from the Office of Security for a special
training course has been received and is being reviewed by Messrs.
[] prior to discussion with C/IS.

h. The NSA Training Officer phoned on 11 September to ask if
NSA was still able to enroll students in the IO. He was informed
that the invitation issued several years ago was still open and
that the quota originally established was still in effect.

i. Through the splendid cooperation of all interested parties,
final arrangements of details for the visit of IAC persons to the
Intelligence Products Exhibit has been completed. At this time
there appear to be no loose ends in the arrangements.

3. Personnel Notes:

25X1 a. [] began three weeks annual leave on
25X1 4 September and will return to duty on 24 September.

b. [] was on annual leave 6 and 7 September.

c. [] was on annual leave 6, 7 and 10 September.

25X1 d. [] on sick leave 11 September.

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